

**CALSERVE LEARN AND SERVE AMERICA
PARTNERSHIP GRANT CLOSE-OUT FY 2004-05
Year-End Expenditure and Matching Funds Report
for September 1, 2004 through August 31, 2005**

The federal 04-05 grant period for Learn and Serve America (LSA) officially ends on August 31, 2005. Grantees are allowed until November 21, 2005, to liquidate encumbrances (pay bills incurred prior to 8/31/05).

If there is an unexpended balance, the California Department of Education (CDE) will invoice your local educational agency (LEA) for that amount. If you have questions regarding any unexpended funds please contact Janet Henner (916) 319-0544. The CalServe Partnership Coordinator and the LEA business office representative should complete this form jointly. Please submit a close-out form for your grant award by **November 21, 2005.**

| | | | | |
|--|---------------------------------|---|---------------|---------------------|
| LEA Name | | | | |
| LEA Lead /Program Contact | | | | |
| District Fiscal Contact | | | | |
| Revenue . . . from CalServe LSA grant and required local match contributions ➡ | 2004-05 CalServe Grant \$ | Sources of required match | | Total Program \$ |
| | | District or County Match | Private Funds | |
| | | \$ | \$ | |
| Expenditures for 04-05 ↓ | | | | |
| Salary & Benefits (1000, 2000, 3000) | | | | |
| Contract Services (5000) | | | | |
| Materials & Supplies (4000) | | | | |
| Travel (7000, 5000) | | | | |
| Communications (5000) | | | | |
| Trainings (7000, 5000) | | | | |
| Administration/Indirect Costs (7300) Capped at 2.5 percent | | | | |
| Evaluation (5000) | | | | |
| Total Expenditures . . . | CalServe | LEA | Private | Total |
| Unexpended CalServe Funds ➡ | \$ | ⬅ CDE will bill the LEA for this amount in January 2006. | | |

Certified by: _____

Fiscal Contact's Signature

Title

Phone

Date